

Business Administration and Finance Workbook

Vocabulary and Functional Language

1

page 4

1 1. b 2. a 3. a 4. b 5. a 6. b

2 1. Financial Director
2. Chief Executive Officer
3. staff
4. Marketing Director
5. senior management
6. Personal Assistant

3 1. Personal Assistant
2. Marketing Director
3. Financial Director
4. senior management
5. Chief Executive Officer
6. staff

4 1. describe 5. hire
2. develop 6. explain how to use
3. be in charge of 7. sell
4. assist

5 1. ground floor 6. top floor
2. conference room 7. maintenance
3. warehouse 8. lift
4. toilets 9. reception
5. car park

page 5

6 1. c 2. f 3. d 4. e 5. a 6. b

7 1. Go up the stairs.
2. Turn right.
3. Turn left.
4. Go down the stairs.
5. Go straight.

8 1. between
2. opposite
3. on your left
4. at the end of the corridor
5. on your right
6. Go past
7. in front of, behind

Say It!

1. f 2. c 3. g 4. a 5. d 6. b 7. e

2

page 6

1 1. c 2. a 3. d 4. b

2 1. file documents
2. keep a log
3. search the Internet
4. answer incoming calls

3 1. take ... message, deliver ... message
2. send ... fax, send ... e-mail
3. type ... agenda, update ... mailing list
4. receive ... visitors

4 1. take minutes
2. screen her calls
3. type a letter
4. schedule a meeting
5. distribute the incoming mail
6. show our visitors around
7. order supplies

5 1. spreadsheets
2. prepare a presentation
3. keep track of
4. word processing, data entry

6 1. a sheet of 4. a box of
2. a pair of 5. a packet of
3. a roll of

page 7

7 1. coat rack 4. filing cabinet
2. air-conditioner 5. photocopier
3. waste paper bin 6. projector

8 Tick: 1, 4, 5, 7

9 1. d 2. b 3. a 4. c

10 1. b 2. a 3. a 4. a

Say It!

1. Tú eres responsable de recibir a las visitas.
2. Debes pedir suministros nuevos cuando sea necesario.
3. ¿Escribirías a ordenador esta carta, por favor?
4. Me gustaría encargar algunos suministros, por favor.
5. ¿Cuánto cuesta cada paquete?
6. ¿Qué tipo quiere?
7. Nos hemos quedado sin grapas.
8. Debería llegar para mañana a las 9:00.

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CH Cherryholmes



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Table of Contents Business Administration Err Workbook Answers

1. Understanding the eBook Business Administration Err Workbook Answers
 - The Rise of Digital Reading Business Administration Err Workbook Answers
 - Advantages of eBooks Over Traditional Books
2. Identifying Business Administration Err Workbook Answers
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Business Administration Err Workbook Answers
 - User-Friendly Interface
4. Exploring eBook Recommendations from Business Administration Err Workbook Answers
 - Personalized Recommendations
 - Business Administration Err Workbook Answers User Reviews and Ratings
 - Business Administration Err Workbook Answers and Bestseller Lists
5. Accessing Business Administration Err Workbook Answers Free and Paid eBooks
 - Business Administration Err Workbook Answers Public Domain eBooks
 - Business Administration Err Workbook Answers eBook Subscription Services
 - Business Administration Err Workbook Answers Budget-Friendly Options

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 - ePub, PDF, MOBI, and More
 - Business Administration Err Workbook Answers Compatibility with Devices
 - Business Administration Err Workbook Answers Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Business Administration Err Workbook Answers
 - Highlighting and Note-Taking Business Administration Err Workbook Answers
 - Interactive Elements Business Administration Err Workbook Answers
8. Staying Engaged with Business Administration Err Workbook Answers
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Business Administration Err Workbook Answers
9. Balancing eBooks and Physical Books Business Administration Err Workbook Answers
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Business Administration Err Workbook Answers
10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine Business Administration Err Workbook Answers
 - Setting Reading Goals Business Administration Err Workbook Answers
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Business Administration Err Workbook Answers
 - Fact-Checking eBook Content of Business Administration Err Workbook Answers
 - Distinguishing Credible Sources
13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
14. Embracing eBook Trends
 - Integration of Multimedia Elements

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